

**INDIANA BOARD OF CHIROPRACTIC EXAMINERS  
APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS FOR  
CHIROPRACTORS  
INFORMATION AND INSTRUCTIONS**

**INFORMATION**

**QUESTIONS**

If you have any questions regarding the application process for continuing education approval you may contact the Indiana Board of Chiropractic Examiners at:

Indiana Professional Licensing Agency  
Attn: Indiana Board of Chiropractic Examiners  
402 W. Washington Street, Room W072  
Indianapolis, IN 46204  
Staff Phone: (317) 234-2054  
FAX: (317) 233-4236  
Staff Email: [pla8@pla.IN.gov](mailto:pla8@pla.IN.gov)  
Web Site: [www.pla.IN.gov](http://www.pla.IN.gov)

**DEADLINE DATE FOR SUBMISSION OF APPLICATION**

Sponsoring organizations are required to submit applications to the Board **sixty (60) days** prior to the presentation of the program.

**COPIES OF APPLICATION AND ATTACHED INFORMATION**

Sponsoring organization are required to submit one (1) original and one (1) copy of the application and one (1) original and one (1) copy of the information (course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc.) included.

If the Board does not receive one (1) original and one (1) copy of the application and one (1) original and one (1) copy of all information (course syllabus or outline, brief summary, brochures, evaluation form, curriculum vitas or resumes, etc.) included, the application will be returned to the sponsor and will delay the approval process.

**CONTINUING EDUCATION HOURS NOT ACCEPTABLE**

The Board has determined that courses in the areas of:

- Practice Management
- Contact Reflex Analysis
- Acupuncture
- Philosophy

are **not acceptable** for approval of continuing education hours.

**RISK MANAGEMENT**

Risk management is defined as the chiropractor's legal responsibility to his or her patient.

**SPONSORS**

Seminars must be sponsored by a college of chiropractic or an established chiropractic organization.

**APPROVAL OF PROGRAMS**

The Board will approve a course if it determines that the course will make a significant contribution to the professional competency of chiropractors who enroll. In determining if a course meets this standard, the Board will consider whether:

- The course has substantial content.
- The course content directly relates to the professional practice of chiropractic.
- Practice management courses will not be approved by the board.
- Each lecturer who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- The course is of sufficient length to provide a substantial educational experience.
- Courses of less than one (1) hour will be reviewed carefully to determine if they furnish a substantial educational experience.

**APPROVAL CERTIFICATES**

Upon approval by the Board, a certificate will be issued and mailed to the Sponsor. Sponsors may go to the Agency's website at [www.pla.IN.gov](http://www.pla.IN.gov) to determine if the application has been received and/or approved.

**RECORD OF ATTENDANCE**

As a condition of approval of programs, the sponsor must agree to provide participants with a record of attendance and to retain records of attendance by participants for four (4) years from the date of the program.

**APPROVED CONTINUING EDUCATION PROGRAMS ON WEBSITE**

After your continuing education program has been approved it will be included on the list of "Approved Continuing Education Programs" which is located on the Board's website at [www.pla.IN.gov](http://www.pla.IN.gov).

**ADMINISTRATIVE RULES FOR CONTINUING EDUCATION REQUIREMENTS**

The rules which pertain to continuing education requirements are located at 846 IAC 1-8. Statutes and Administrative Rules are available to download from the Agency's website at [www.pla.IN.gov](http://www.pla.IN.gov). If you would prefer to have a copy sent to you, please submit your request in writing with a fee of \$1.50 to the address listed below.

**APPLICATION INSTRUCTIONS AND DOCUMENTATION REQUIRED****APPLICATION**

Mail completed application along with all required documentation listed to the Indiana Professional Licensing Agency at the address listed above.

**INFORMATION REQUIRED**

Sponsoring organizations are required to list on the application or on documents attached to the application the following information:

**PROGRAM TITLE**

List the title of the program with each program date and location.

**CONTINUING EDUCATION HOURS REQUESTED**

The sponsor is required to break down the program submitted into the proper categories with the number of continuing education hours requested for each category.

**NAME OF INSTRUCTOR(S)**

List the names of instructors on the application. Attach curriculum vitas or resumes.

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